

Executive Secretary, GSO Career Service Board

10 July 1953

Chairman, GSO Career Service Board

Summary of Career Service Activities of General Services Office for
Quarterly Period From 16 March to 15 June 1953

1. Actions of the GSO Career Service Board were as follows:

a. 16 March to 15 April 1953

See memorandum of 13 April 1953 and minutes of board meeting held on 15 April 1953.

b. 16 April to 15 May 1953

See minutes of meeting held 7 May 1953.

c. 16 May to 15 June 1953

See minutes of two meetings held 18 and 29 May 1953. At these meetings the procedure for handling assignment of initial Career Designations to GSO employees was agreed upon. The Board also discussed the considerable waiting period already required for processing, orientation, training and entering on duty of new employees and the additional six weeks required for their attendance (in the case of GS-7 and above) at the BIG(SUP) course, which prolongs even more the period the operating activity must wait before being able to fully utilize their services. It was decided that a proposal would be submitted for consideration in attempting to shorten this period for administrative support personnel as much as possible by having them receive as much of this training as possible while on duty on a SECRET clearance while awaiting full clearance. This, of course, would require concurrence of the Security Officer.

2. In addition to the information contained in the minutes of the meetings mentioned above, the following activities have resulted or been handled in normal daily GSO operations:

a. Initial career designations were tentatively assigned to the majority of GSO employees. Memorandums were forwarded to other Office Career Service Boards as appropriate giving the names of GSO employees who felt qualified for and requested Career Designations of their respective Offices. These memorandums were written in order that the boards concerned may consider the qualifications of these employees and determine whether or not they were acceptable for assignment of Career Designations under their jurisdiction.

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h. During this quarter two employees of the Printing and Reproduction Division received cash awards and Certificates signed by the Director of Central Intelligence as a result of their submission of employee suggestions under the Incentive Awards Program.

i. A total of 60 promotions within General Services were processed and 19 GSO employees were released for transfer into other CIA activities during this period.

j. A total of eight (8) employees requested approval during this period to engage in, or, in the case of new employees, to continue in non-CIA school courses or training secured on their own initiative, on their own time, and at their own expense.

k. Employees who entered training courses during this period at CIA expense or on CIA time are shown on the attached lists.

l. Tours of our [REDACTED] were conducted during this period for a total of approximately 111 Agency employees representing a total of 18 different offices.

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Attachments

MEW

cc: Chrono

Career Service file ✓
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